

## Lateral-Entry Applicant Structured Resume

To develop a resume that includes the information we need to evaluate your law enforcement experience, please follow the outline below, specifically answering the questions as stated. Also, please attach your last two department evaluations to this résumé. If you do not have any recent evaluations you should state the reason why. It is important that you are thorough and honest in your development of this résumé.

### I. ACADEMY

1. State the name and location of the police academy from which you graduated and what organization runs the academy (e.g., State of Washington, Seattle Police Department).
2. State the dates of your formal academy training (beginning and ending dates).
3. State the number of hours of academy classes your academy training provided.

### II. AGENCY

FOR EACH FULLY COMMISSIONED POLICE OFFICER JOB YOU HAVE HAD PLEASE LIST:

1. Name of agency
2. Dates of employment, giving month/day/year of beginning and ending dates.
3. Dates of probation, and whether you successfully completed probation.
4. Number of fully commissioned police officers employed by that agency.
5. Size of population served by the police agency.
6. State the extent to which your agency served rural or urban communities.

### III. EXPERIENCE

We are interested in getting considerable detail about each commissioned police officer job you have held, so please try to answer these questions very specifically. This information is used to initially screen applicants and then again to determine a lateral-entry deputy's starting salary step.

Starting with the first agency you worked for as a fully commissioned officer, state:

1. The chronology of assignments you worked, showing month/day/year. (Day may be approximate if not immediately known.) For example:
  - 2/15/87 to 12/25/90 Patrol (1 year, 10 months)
  - 1/1/90 to 6/30/91 Street Crimes Task Force (6 months)
  - 7/1/91 to 9/10/91 Undercover Narcotics Work (2+ months)
  - 9/11/91 to 12/5/93 Burglary and Larceny Detective (2 yr., 2 1/2 months)
2. Specifically explain if you were assigned any of the following types of assignments:
  - FTO (Field Training Officer): Your training for the position, number of recruits you trained
  - MPO or Corporal (Master Police Officer): Describe the responsibilities of that position
  - Detective: Explain what unit and your case load
  - Special Assignments: Describe special projects, DARE, task forces, etc.
  - Instructor/Trainer: Describe the department's training unit, the subjects you taught, etc.
  - Other

### IV. TRAINING

List classes taken beyond basic academy training, with month/year and number of hours if known.

### V. COLLEGE EDUCATION

State whether you have a degree, the type and major of the degree, the college where earned, and the date received. If you have college education but no degree, state the number of semester or quarter hours and in what subject, and from what academic institution.

### VI. Other Special Skills

State the level of proficiency of your computer skills and keyboarding skills; and Other law enforcement related skills and experience (diver, helicopter pilot, range master, martial arts, etc.)